



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Environmental Management Procedure – Monthly Environmental Reporting Process

Document No LUS-HSE-WG3-446-067.00 Rev 0

Uncontrolled Copy Controlled Copy Date 28-Jan-2016

COMPANY PROPRIETARY INFORMATION

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Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes.

A record of contextual additions or omissions is given below:

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
0	Original	Alf Ziegler	Mick Ford	Uwe Krüger	Feb 2 2016.

1. Description

The purpose of this procedure is to describe the process for submission and review of Monthly Environmental Reports, by project stakeholders on the Lusail Project.

Contractor Monthly Environmental Reports are a MoE requirement. Contractors are required to submit 3rd party endorsed Monthly Environmental Reports to LREDC, who in turn submit those reports to the MoE.

2. Abbreviations

Term	Description
PMCM	PMCM Environmental Team
Consultant	Supervising Consultant Health Safety and Environment Personnel
CP	Construction Package
LREDC	Lusail Real Estate Development Company (Client)
OCEMP	Overall Construction Environmental Management Plan
MoE	Qatar Ministry of Environment

3. Roles and Responsibilities

3.1 LREDC

3.1.1 LREDC are responsible for all correspondence with the MoE including submission of Monthly Environmental Reports.

3.2 PMCM

3.2.1 PMCM are responsible for review of the Monthly Environmental Reports.

3.2.2 PMCM are responsible for the compilation of Monthly Environmental Reports, for submission by LREDC to the MoE.

3.2.3 PMCM are responsible for determining and communicating Monthly Environmental Report submission and review deadlines to project stakeholders.

3.2.4 PMCM are responsible for measuring the timeliness of submission and the accuracy of the Monthly Environmental Reports submitted by the Contractors.

3.2.5 PMCM are responsible for measuring the timeliness of review of Monthly Environmental Reports by Supervising Consultant.

3.2.6 PMCM are responsible for reporting Contractor and Supervising Consultant KPI's associated with the Monthly Environmental report process to LREDC.

3.3 Supervising Consultants

Consultant HSE Officers (HSEO)

- 3.3.1 HSEO's are responsible for ensuring that their respective CP's submit Monthly Environmental Reports by the agreed deadline.
- 3.3.2 HSEO's are responsible for conducting the initial review of the Monthly Environmental Reports, using the MER Review Forms.
- 3.3.3 HSEO's are responsible for submitting completed MER Review Forms to PMCM by the agreed deadlines.

3.4 Consultant HSE Managers

- 3.4.1 Consultant Management are responsible for ensuring the quality and timeliness (submission and review) of Monthly Environmental Reports meets project requirements.

3.5 Contractors

- 3.5.1 Contractors are responsible for ensuring the Monthly Environmental Reports are prepared correctly, accurately and submitted to client representatives by the agreed deadline.
- 3.5.2 Contractors are responsible for ensure that all Monthly Environmental Reports are endorsed by a 3rd party environmental consultant, as per client and MoE requirements.
- 3.5.3 Contractors are responsible for providing 3rd party Environmental Consultants with all necessary supporting documents to ensure that a full validation and endorsement exercise can be conducted.

4. Related Documents

- LUS-HSE-FM4-446-143.01 - Environmental Data Log
- LUS-HSE-FM4-446-098.02 – Monthly Environmental Report (Template)
- LUS-HSE-FM4-446-144.01 – Monthly Environmental Report (MER) Review Form
- MER Submission & Review Calendar
- Environmental Communication Protocol
- LUS-HSE-WG3-446-055.03 - LREDC Overall Construction Environmental Management Plan (OCEMP)
- D-HSMS-003 General Requirements for Construction Health and Safety for the Lusail City Development Project- LREDC HSE General Requirements

5. Procedure

5.1 Environmental Data Log

- 5.1.1 The Contractor shall, either throughout the month or at the end of each calendar month, populate the various sections of their Environmental Data Log as per the instructions provided on the “Instructions’ tab of the document.
- 5.1.2 Once the Environmental Data Log has been completed, the Contractor shall save the file, using the file name detailed on the Environmental Communication Protocol which is provided to project stakeholders.
- 5.1.3 The Environmental Data Log shall then be emailed, as an editable excel file to PMCM Environmental Team (emailed to the lusail.environment@parsons.com email address) before Close of Business (COB) on the 5th calendar day of each month.
- 5.1.4 Contractors who fail to use the correct filename for files emailed to PMCM Environmental Team, will have their submissions considered null, and will be informed of such. Their submission will not be recorded until such time as the file with the correct filename is emailed to PMCM Environmental Team.
- 5.1.5 On receipt of the Environmental Data Logs, PMCM Environmental Team shall extract the data (hence the reason why the file must be editable - in excel format) and use the data to compile project-wide data-sets. These project-wide figures are reported to the Client and are communicated to project stakeholders during the Monthly Environmental Forum.
- 5.1.6 The timeliness and accuracy of submission of Environmental Data Logs to PMCM Environmental Team is a KPI which is recorded and reported to the Client and are communicated to project stakeholders during the Monthly Environmental Forum.
- 5.1.7 Following submission of the Environmental Data Log to PMCM Environmental Team, the Contractor shall create a pdf of the file, which they will use at a later stage when they merge the Monthly Environmental Report with the Environmental Data Log.

5.2 Preparation of Monthly Environmental Report

- 5.2.1 The Contractor uses the information contained within the completed Environmental Data Logs to populate the Monthly Environmental Report Template. The Contractor must ensure that the information required by the various sections of the Monthly Environmental Report is correctly entered into the relevant fields.
- 5.2.2 When the information in each section of the Monthly Environmental Report has been entered, the Contractor shall then merge the Adobe Monthly Environmental Report with the pdf version of the Environmental Data Log. Instructions on how to do this is contained in the screencast instructional movie that was provided as part of the Q4, 2015 Environmental Program.
- 5.2.3 Contractors are reminded not to remove any pages from the Monthly Environmental Report template, including the Appendix cover pages.

- 5.2.4** Contractors are reminded that only pages from the Environmental Data Log are to be included in the appendices of the Monthly Environmental Report. **DO NOT** provide ‘source documentation’ in the appendices – such as training signature pages, waste transfers notes, delivery notes, sales invoices, copies of letters / memos. By doing so, the files sizes becomes too large for the report to be emailed. PMCM Environmental Team shall review ‘source documentation’ during Environmental Management System (EMS) audits to ensure that the information being reported to the MoE is accurate and reflective of contractor’s actual activities.
- 5.2.5** When the Monthly Environmental Report has been merged with the Environmental Data Log, the Contractor shall provide a copy of this document to their 3rd Party Environmental Consultant for endorsement.
- 5.2.6** Should the 3rd Party Environmental Consultant require ‘source documentation’ in order to endorse the Monthly Environmental Report, the Contractor must ensure that these documents are provided in full to their consultant in a means that is agreeable to all parties.

5.3 Timeframes for Submission and Review of Monthly Environmental Reports

- 5.3.1** The deadlines and timeframes for submission and review of Monthly Environmental Reports are detailed in the ‘MER Submission & Review Calendar’. (Figure 1)
- 5.3.2** A sample MER Submission & Review Calendar is included in Appendix A of this document.
- 5.3.3** The MER Submission & Review Calendar is maintained by PMCM Environmental Team, who shall, at the beginning of each calendar month, assess reasonable and achievable timeframes for submission and review of Monthly Environmental Reports by all stakeholders. The timeframes assigned to each project stakeholder may vary from month to month, depending on how the weekends fall. The MER Submission and Review Calendar shall be adjusted accordingly and communicated to all project stakeholders in advance of report submission and review.
- 5.3.4** All dates specified on the MER Submission & Review Calendar are intended to be COB (close of business) of that day.
- 5.3.5** The deadlines summarized in the MER Submission and Review Calendar are:
- i. T – Initial **Submission** of the Monthly Environmental Report **by the Contractor**
 - ii. T1 – **Initial Review** of the Monthly Environmental Report **by the Supervising Consultant**
 - iii. T2 – **Initial Review** of the Monthly Environmental Report **by PMCM Environmental Team**
 - iv. T3 – **Re-submission** of the Monthly Environmental Report **(if applicable) by the Contractor**
 - v. T4 – **Subsequent Review** of the Monthly Environmental Report **by PMCM Environmental Team**

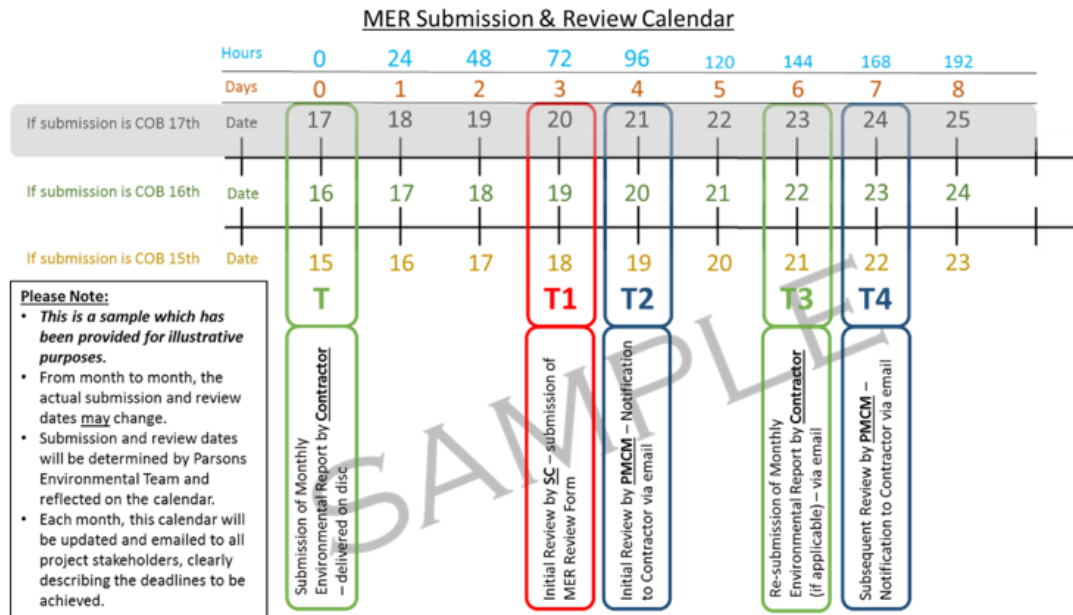


Figure 1 – Sample ‘MER Submission & Review Calendar’

5.4 Submission of Monthly Environmental Reports

5.4.1 The deadline for Contractors submittal of 3rd Party Endorsed Monthly Environmental Reports is before Close of Business (COB) the 15th calendar day of the month. Any deviation from this submission date will be communicated by PMCM Environmental Team to all project stakeholders in advance. This submission date (COB 15th or as otherwise notified) is referred to as ‘T’.

5.4.2 Contractors shall report to the offices of the PMCM Environmental Team with 1 disc copy of the Monthly Environmental Report. Hard copies of the Monthly Environmental Report are not required. The disc shall be presented to the PMCM Environmental Team Administrator, who shall request the person presenting the disc to sign a register of delivery.

5.4.3 The timeliness of submission of Monthly Environmental Reports to PMCM Environmental Team is a KPI which is recorded and reported to the Client and communicated to project stakeholders during the Monthly Environmental Forum.

5.4.4 PMCM Environmental Team Administrator shall save a copy of each Monthly Environmental Report to a dedicated folder on the s-drive, for later reference by PMCM Environmental Team personnel.

5.5 Review of Monthly Environmental Reports

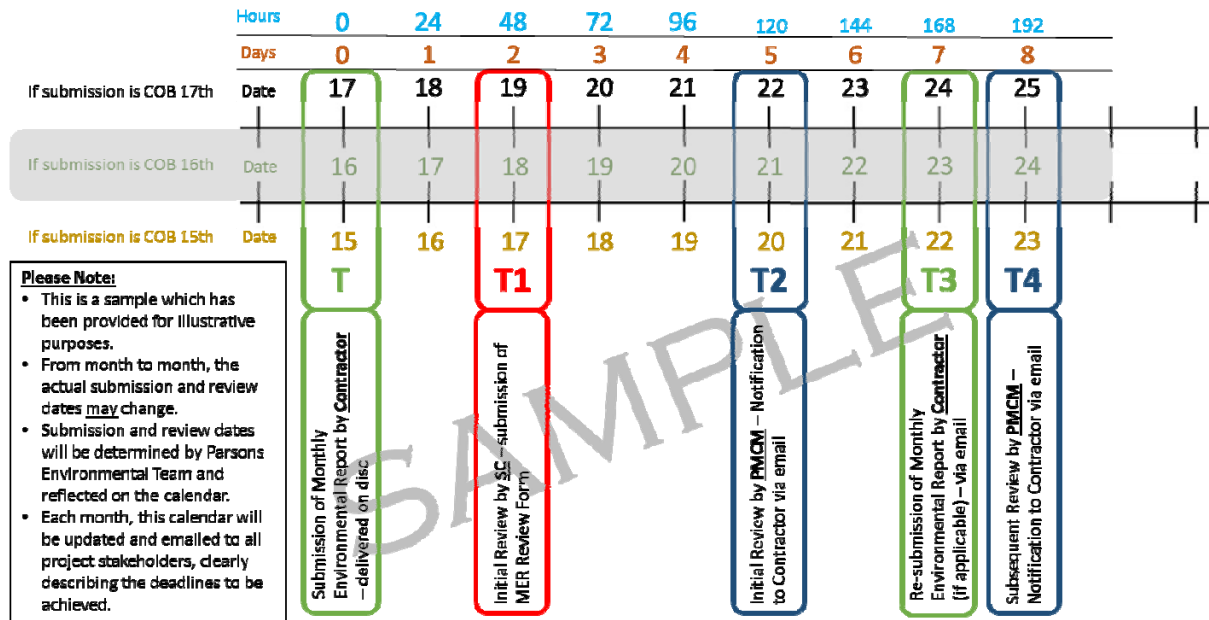
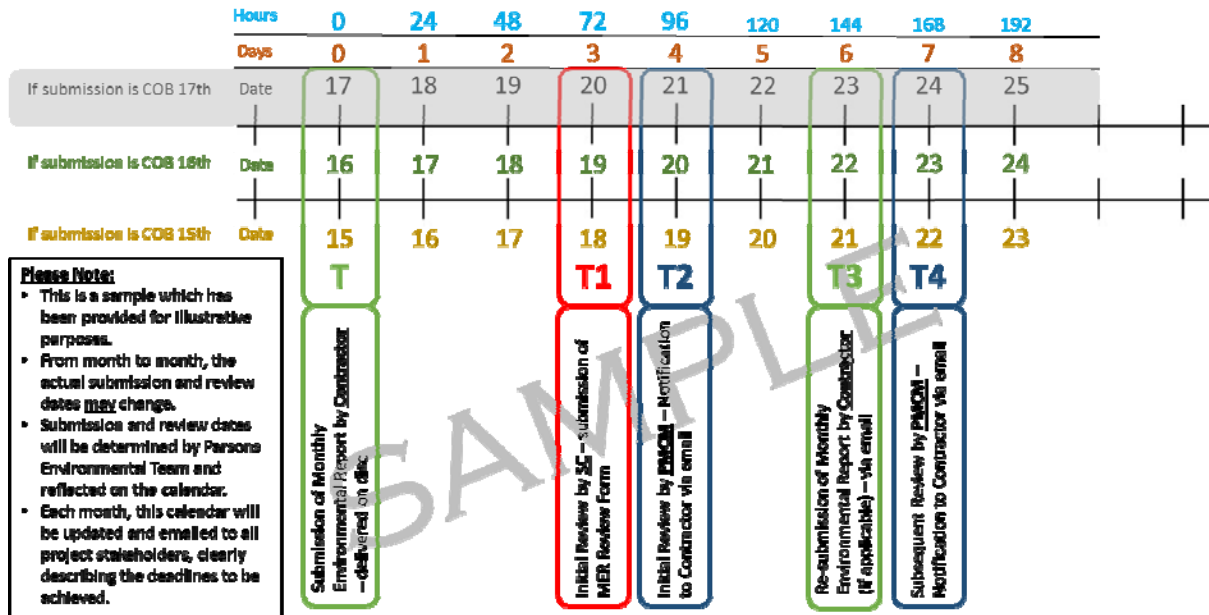
5.5.1 PMCM Environmental Team shall email a copy of the Contractors Monthly Environmental Report to the Supervising Consultant Environmental Champion assigned to each respective CP.

5.5.2 The Supervising Consultant Environmental Champion shall conduct a review of the Monthly Environmental Report using the MER Review Form.

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- 5.5.3** When the Supervising Consultant Environmental Champion has completed the review and filled out the MER Review Form, they shall save the MER Review Form as an editable Adobe document. DO NOT publish the document or save it in any other format. The MER Review Form must be editable by PMCM Environmental Team personnel who will do their review.
- 5.5.4** The completed MER Review Form (in editable Adobe format) shall be emailed to the PMCM Environmental Team before COB T1 (as specified on the updated MER Submission & Review Calendar). The timeliness of submission of MER Review Forms to PMCM Environmental Team is a KPI which is recorded and reported to the Client and communicated to Supervising Consultants.
- 5.5.5** The PMCM Environmental Team shall review the MER Review Forms and conduct a validation review.
- 5.5.6** Following the review, PMCM Environmental Team shall email each respective Contractor informing them of the review outcome. Supervising Consultant Environmental Champions shall be copied on this email and a copy of the MER Review Form shall be attached. The deadline for PMCM Environmental Team to notify the Contractor of the review outcome is COB T2 (as specified on the updated MER Submission & Review Calendar).
- 5.5.7** The notification to the Contractor will be either 'Approved' or 'Revise and Resubmit'. The review status achieved by the Contractor will determine different courses of action.
- 5.5.8** If the Contractor receives 'Approved' Status, the Contractor shall attach the completed MER Review Form to the Monthly Environmental Report and upload the document to Aconex for submittal as a workflow. The workflow should be as per the approved Document Control matrix for each individual CP.
- 5.5.9** If the Contractor receives 'Revise and Resubmit' status, the Contractor shall review the comments provided on the MER Review Form and amend the Monthly Environmental Report as necessary.
- 5.5.10** It is NOT necessary for the Contractor to resubmit the Monthly Environmental Report to the 3rd Party Environmental Consultant for re-endorsement. Doing so delays the submission process. The original endorsement is considered valid for the initial submission and subsequent amendments to the report (which are expected to be minor in nature).
- 5.5.11** When the amendments have been made, the Contractor shall submit the revised Monthly Environmental Report to the PMCM Environmental Team via email (emailed to the lusail.environment@parsons.com email address).
- 5.5.12** The deadline for submission of the revised Monthly Environmental Report to PMCM Environmental Team is COB T3 (as specified on the updated MER Submission & Review Calendar).
- 5.5.13** PMCM Environmental Team shall conduct a subsequent review of the revised Monthly Environmental Report. During this review, PMCM Environmental Team Personnel shall update the MER Review Form to reflect amendments made to the Monthly Environmental Report.
- 5.5.14** The deadline for PMCM Environmental Team to notify the Contractor of the subsequent review outcome is COB T4 (as specified on the updated MER Submission and Review Calendar).

5.5.15 If the Contractor receives 'Approved' Status, the Contractor shall attach the completed MER Review Form to the Monthly Environmental Report and upload the document to Aconex for submittal as a workflow. The workflow should be as per the approved Document Control matrix for each individual CP.

Appendix A – (Sample) MER Submission & Review Calendar(s)



Appendix B – Do's & Don't's

CONTRACTORS

Environmental Data Log

DO	DON'T
Do use the correct version of the Environmental Data Log	Don't delete tabs from the Environmental Data Log.
Do enter the Contractors details on the "Cover Page" tab	Don't enter non-numerical characters in required cells – use only numerical characters
Do check the Environmental Data Log thoroughly before submitting to PMCM	
Do provide the correct date the inventories (of HAZMAT Storage and Hazardous Waste Storage) was conducted.	
Do change the dates on the Dewatering Monitoring Log table(s) to reflect the current month within which the monitoring was conducted.	

Monthly Environmental Report

DO	DON'T
Do use the correct Monthly Environmental Report Template	Don't attached 'supporting documentation' to appendices. Only attach relevant pages from Environmental Data Logs.
Do submit the Monthly Environmental Report (initial submittal and (if necessary) subsequent submittal) within the agreed timeframes.	Don't attempt to change the format, template or content of the report.
Do (when the report has been approved) attach the 'Approved' MER Review Form to the front of the Aconex submittal document	Don't delete pages from the report.
Do import the Environmental Data Log into Adobe and place the various pages behind the correct appendix divider page.	Don't upload the report to Aconex until you receive notification from PMCM Environmental Team.
Do write short and succinct Scope of Works and Executive Summaries	

Appendix B – Do's & Don'ts (Continued)**Supervising Consultants***Review of Monthly Environmental Report*

DO	DON'T
Do review the Monthly Environmental Reports thoroughly	Don't submit the MER Review Form in a format that it not editable
Do write short and succinct comments	
Do ensure that comments are prescriptive – informing the contractor exactly what they need to do to comply	
Do save the documents as an editable adobe document – it must be editable for the next reviewer (PMCM)	
Do submit the Monthly Environmental Report Review Forms within the agreed timeframes.	